

The Faculty of Psychology, University of Warsaw is looking for candidates for a position:

Administrative Assistant at the office of Warsaw International Studies in Psychology (WISP) and Cognitive Science Studies (K2)

(Referent/Specjalista w sekretariacie Studiów Psychologicznych w Języku Angielskim i Kognitywistyki)

Description of the position:

- Recruitment of students: informing candidates and potential candidates about the study programs and requirements to start studies, guiding candidates through the application and enrollment procedure, planning and organizing the application procedure, cooperating with the faculty promotion unit etc.
- Student issues: keeping track of student study progress by means of administrating the academic records, following up on financial records of students, keeping available information up to date and informing students of changes, answering students' questions etc.
- Dealing with instructors: maintaining contact with instructors for purposes of course scheduling and grade administration, organizing the student course registration procedures, answering instructors' questions etc.

Expectations:

- very good organization and information processing skills (a must);
- very good written and oral communication skills in both Polish and English (a must);
- being clear and precise while communicating and fulfilling tasks (a must);
- some knowledge of social media/PR/promotion;
- some IT competence with at least one of the following programs/applications: Excel, USOS, Google environment, Wordpress or others;
- administrative or customer service professional experience (nice to have);
- higher education;
- being able to work independently;
- being able to maintain friendly contacts with other people.

We offer:

- stable, full-time job;
- possibility of self-development through trainings offered by the UW and through working in a scientific environment;
- interactions with people from all over the world every day;
- challenges and zero boredom :)

If you would like to apply, please send your CV as well as a short and unconventional motivational letter (both in English) till 31.01.2018 to maria.cywinska@psych.uw.edu.pl. In case of insufficient professional experience, a transcript of records would be a nice addition to your application.

Please add the following statement: "I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2002, item 1182 as amended."